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| **Data Privacy** |

 ***YOUR RIGHTS UNDER MINNESOTA’S***

***DATA PRACTICE ACT AND DATA PRIVACY RULES***

**Federal and State laws require this agency:**

* TO PROTECT YOUR PRIVACY.
* TO LET YOU SEE THE INFORMATION WE HAVE ABOUT YOU.
* TO EXPLAIN OUR NEED FOR AND USE OF INFORMATION ABOUT YOU.
* TO EXPLAIN YOUR RIGHTS REGARDING INFORMATION.

**PRIVACY**

Most of the information we collect about you will be classified as private. That means you and the government agencies who need the information can see it; others cannot. Occasionally statistics and other anonymous data will be taken from the information we collect about you. This is public and open to anyone, but it will not identify you in any way.

In a few cases, information we collect is classified as confidential. Confidential data is not open to anyone (not even you) except the government agencies that need it. Data in this category deals with adoption, civil or criminal investigations, some medical data, and the names of a person who reports child or vulnerable adult abuse.

**ACCESS BY YOU**

You can see all public and private records about yourself and your children (see the section on “Minors” for an exception). Access may take seven to ten business days; 30 days is the longest you will have to wait by law. You may also authorize anyone else to see your records. Most access is without charge, but you may be charged for copies. Remember to bring identification with you when you go to see your record, such as driver’s license or birth certificate.

**ACCESS BY OUR STAFF AND BY THE AGENCIES LISTED BELOW**

Employees of this clinic will have access to information about you any time their work requires it. Others who may have access include our attorney, insurers, or other person who many become involved with legal or financial aspects of your case. By law, some other government and contractor agencies will also have access to certain information about you if they provide a service to you or if they provide a service to this clinic that affects you and requires access to your records. The other agencies that may have access to information about you are:

* Social and Human Service Agencies
* The Social Security Office
* The U.S. Department of Health and Human Services
* The Minnesota Department of Human Services
* The MN Department of Economic Security
* The Housing and Redevelopment authority
* Relatives who may be responsible for your welfare in accordance with State Law
* Judiciary and any other agency to whom access is permitted by a valid court order
* Multidisciplinary case consultation teams and county social service departments for investigation of abuse and neglect of children and vulnerable adults
* Any individual or agency to whom you authorize access

**PURPOSE**

The purpose of the information we collect from you or that you authorize us to collect from other are listed below.

• To determine the appropriateness of service

• To provider effective care and treatment of mental health

• To enable us to collect federal or state or insurance funds for the services, care, or assistance that you or your

 family receives from this agency

• To develop treatment guidelines

• To prepare statistical reports and for evaluative studies (you will not be identified in the report or studies).

• To permit this agency to collect from the county welfare or human services agency the payment s they owe us

 for the care and treatment, you receive.

• To evaluate and audit programs

• Other purposes specifically authorized by you

**OTHER RIGHTS**

State and federal law secure other rights when you give information to a government agency.

• You have the right to refuse to give information that is not, under the law, considered necessary for your

 participation in a program, without that refusal affecting your eligibility;

• You have the right to refuse to give any information; (if you do not give needed information, you will probably

 not be accepted for the services you are applying for);

• You have the right to challenge the accuracy of any of the information in your record; (if you want to challenge

 any information, write to the clinic director or talk to the person who works with you at this clinic. Your challenge

 must be answered in 30 days);

• You have the right to insert your own explanation of anything you object to in your records;

• You have the right to appeal the decisions about your records.

**To file an appeal, you can contact the CEO at the administrative office**:

805 Pacific Ave, P O Box D

Argyle, MN 56713

Phone: 218-437.6695

OR write direct to: Commissioner of Administration, State of Minnesota, 50 Sherburne Avenue, St. Paul, MN 55155.

 ***Your notice of appeal should contain the following elements***:

* Your name, address and phone number, if any;
* A statement that the person responsible for your records is as you designated;
* The name of the agency involved in your appeal; - A description of the nature of the dispute including a description of the data.
* The desired results of your appeal.

\*\* This notice must be filed within 60 days of the action being appealed.

**MINORS**

If you are a minor, you have the right to request that data about you be kept from your parents. This request should be in writing and both explain the reasons for withholding data from your parents and show that you understand the consequences of doing so. If you have any questions about this, ask the staff person who works with you.

**WHOM TO CONTACT**

If you have any questions regarding the Data Privacy Act or any of the information above, write to: Commissioner of Human Services, 444 Lafayette Rd, St. Paul, MN 55155. Attention: Data Privacy Office. You may call (651) 296-2701.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_